

POSITION DESCRIPTION

Henry County Transportation Network

CLASSIFICATION TITLE: Finance Manager

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
FLSA TYPE	Administrative	REPORTS TO	Executive Director
CIVIL SERVICE STATUS	Classified	DIVISION	Administration

DISTINGUISHING JOB CHARACTERISTICS

Maintains responsibility for administrating and maintaining the financial health of Henry County Transportation Network and for ensuring compliance with Federal, State and Local grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons with disabilities, covered by the Americans With Disabilities Act, in accordance with the requirements of that Act.

Reports all financial and statistical data to ODOT quarterly and annually. Maintains responsibility for gathering all financial and statistical data for yearly audit.

Maintains the General Ledger and reconciles all bank statements monthly on date of receipt to ensure balances are correct. Prepares financial reports for income and expenses as well as balance sheet.

Maintains equipment/asset inventories, depreciation records/schedules, tracks ridership, revenue and non-revenue mileage and hours for ODOT reporting.

Attends all regular board and finance committee meetings. Prepares and provides Board and committee with monthly financial statements for board approval. Makes financial forecasts and presents forecasts to board and finance committee. Presents current payables and receivables, and financial reports as requested. May serve as Board Secretary and records board minutes for approval.

Reviews accounts receivable and payable for accuracy and compliance. Spot checks accounts payable on a weekly basis to ensure documentation is attached and all signatures/initials have been made on each invoice.

Serves as DBE Officer. Assures contracts assigned are granted to a DBE or WBE when one is available and meets quality and affordability tests.

Adheres to report dates to ensure all reports are submitted on a timely basis.

Manages records retention and ensures compliance. Ensures all records are maintained and organized according to the Records Retention policy. Maintains responsibility for the organization of all financial records.

Reviews budget vs. actual figures weekly to assure compliance.

Prepares or assists Executive Director with preparing the annual budget for submission to Advisory Board for approval. Prepares or assists Executive Director with semi-annual revisions and submits to HCTN Board of Directors for approval.

Tracks and records In-Kind contributions.

Tracks data daily for ODOT reports as directed by the Executive Director.

Counts cash on Tuesday and Thursday with Office Manager. Turns all paperwork and cash over to Office Manager for deposit.

Works assigned schedule, exhibits regular and predictable attendance and works outside of normal schedule as approved to meet workload demands.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as required.

SCOPE OF SUPERVISION

None.

EQUIPMENT OPERATED

Landline telephone; computer; copier; fax machine and other standard office equipment.

CONTACTS WITH OTHERS

Board of Trustees and Advisor Board; public officials, general public; contract agency representatives.

CONFIDENTIAL DATA

Confidential or sensitive financial records.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time while performing financial management duties. Close and detailed vision demands when reviewing and working with electronic data on computer screen. The employee frequently talks and hears when working with job contracts.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: standard office practices and procedures; business financial management; general accounting and bookkeeping; budget and financial planning and analysis; mathematics.

Ability to: exhibit a professional demeanor; maintain effective working relationships with board members, coworkers, clients and other job contacts; maintain confidentiality of confidential and sensitive business records and other information; demonstrative self-motivation and initiative; Maintain accurate financial records; organize documents in alphabetical, numerical and subject order; add subtract, multiply and divide; maintain confidentiality of HIPAA information.

Skill in: preparing financial reports; balancing accounts; application of Excel and other Microsoft Office products; application of QuickBooks; operation of computer; maintaining organized records and files; writing reports; effectively managing multiple priorities and meeting deadlines; verbal and written communication.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

Associate degree in accounting plus five years of experience in professional budget management and two (2) years in accrual accounting. Professional experience may be substituted for education on a year-for-year basis.

Must have an acceptable criminal background check and pass a post-offer drug test as conditions of initial employment.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Supervisor's Signature Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

_____/_____/_____
Employee Date